

**Department of Personnel Administration  
Memorandum**

**TO: Personnel Management Liaisons (PML)**

<b>SUBJECT:</b> Long Term Disability Insurance Open Enrollment for Excluded Employees	<b>REFERENCE NUMBER:</b> 2010-008
<b>DATE ISSUED:</b> 03/01/10	<b>SUPERSEDES:</b>

This memorandum should be forwarded to:

**Personnel Officers  
Personnel Transactions Supervisors  
Personnel Transactions Staff**

**FROM:** Department of Personnel Administration  
Benefits Division

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Open enrollment for the Long Term Disability (LTD) Insurance Plan for excluded employees will be held from ***April 1 through April 30, 2010***. This memo provides information on the eligibility criteria, effective dates of coverage, and the various communication methods that will be used to provide open enrollment information to eligible employees.

**Eligibility Criteria**

An employee must be permanent or probationary, excluded from collective bargaining, have a time base of half-time or greater, and have one of the following designations:

- Managerial (M, E59, E79, E99)
- Supervisory (S, E48, E58, E68, E78, E98)
- Confidential (C, E97)
- Excluded/Exempt (E88, E89, E92)
- E01 through E21, E67, E77

Employees on limited-term appointments who otherwise meet the eligibility criteria may enroll in the LTD plan only if they have a mandatory right of return to a position that meets the above criteria. Excluded employees who are appointed to permanent-intermittent positions are not eligible.

***Rank-and-file employees are not eligible for this insurance program.***

## **Employee Communications**

Eligible employees NOT currently enrolled in the LTD Program:

In **early March 2010**, the Department of Personnel Administration (DPA) will mail a notice of the upcoming open enrollment to the homes of approximately 30,000 eligible employees. The notice will announce the upcoming open enrollment period. In **late March**, these employees will also receive an enrollment packet with a detailed plan brochure, enrollment instructions, and an enrollment form. In **mid-April**, a final reminder post card will be mailed to employees reminding them that the open enrollment period will end on **April 30, 2010**.

## **Employees currently enrolled in the LTD Program**

In **late March**, an enrollment packet with detailed materials announcing the open enrollment period for the plan will be mailed to current enrollees. This packet will advise them on how they can make plan option changes during open enrollment. For questions or additional information about the plan, employees should contact Standard Insurance Company at 1-888-641-7193 or go online to [www.standard.com/mybenefits/california](http://www.standard.com/mybenefits/california).

The April issue of the "Benefits News," distributed by DPA to departmental personnel offices and employee organizations, will announce the open enrollment and provide program information. Please feel free to reproduce, distribute, or post this newsletter on bulletin boards or email notifications to notify your employees of the upcoming LTD open enrollment period. There will also be a global message on the **April 1, 2010**, paycheck stub reminding employees of the LTD open enrollment.

## **Completion of the LTD Enrollment Authorization Form**

During open enrollment, enrollees are required to complete Sections A, B, and C of the LTD enrollment authorization form (SI7533D-643146), and submit the form to their departmental personnel office.

When personnel offices receive the enrollment form, they are responsible for verifying that the information is completed correctly in Sections B and C, completing Section D, and submitting the enrollment form to the State Controller's Office (SCO) by the dates indicated below.

## **Effective Date of Coverage**

Completed enrollment forms (processed through personnel offices) received at SCO by **April 10** will provide coverage effective **May 1, 2010**. Forms received by SCO from **April 11 through April 30** will provide coverage effective **June 1, 2010**. Forms received by SCO after **April 30, 2010** will be rejected. Appeals will be reviewed by DPA on a case-by-case basis.

## **LTD Plan Brochures and Enrollment Forms**

To help minimize your workload during the LTD open enrollment, The Standard will be the primary contact for the distribution of plan information and enrollment forms. However, a small number of employees may contact you directly for LTD information and forms. Please ensure you have an adequate supply of brochures and forms. You may email The Standard at [socltforms@standard.com](mailto:socltforms@standard.com) or call 1-888-641-7193 to order a supply of LTD forms (SI7533D-643146) and brochures (SI10386-643146). Please be sure to provide your name, complete mailing address (no P.O. Box) and contact information.

## **Fill and Print Link Form**

A Fill and Print LTD enrollment form is now available online at Standard Insurance Company's website. Employees can complete the form online, print it out then give it to their personnel office. This fill and print form must have an original signature or SCO will not process it.

If employees have questions you cannot answer, please direct them to The Standard's dedicated website at [www.standard.com/mybenefits/california](http://www.standard.com/mybenefits/california) or the toll-free customer service line at 1-888-641-7193.

Since the last open enrollment for this plan was conducted in **March/April 2008**, we anticipate a great deal of interest from eligible employees. We appreciate your help informing employees about the LTD plan and the open enrollment.

If you have questions, please contact Susan Wong at (916) 324-0533.

/s/Greg Beatty

Greg Beatty, Chief  
Benefits Division